

THE OFFICE OF THE GOVERNOR

**EXECUTIVE DEPARTMENT
STATE OF IDAHO
BOISE**

EXECUTIVE ORDER NO. 2001-12

ESTABLISHING STATEWIDE POLICIES ON COMPUTER, THE INTERNET AND ELECTRONIC MAIL USAGE BY STATE EMPLOYEES REPEALING AND REPLACING EXECUTIVE ORDER NO. 98-05

WHEREAS, computers, the Internet and electronic mail are powerful research, communication, commerce and time-saving tools that are made available to state employees; and

WHEREAS, use of this efficient and effective communication tool is critical but, like any tools, computers, the Internet and electronic mail have the potential to be used for inappropriate purposes; and

WHEREAS, perceptions are important and state employees must constantly be aware of how their actions are perceived by the public;

NOW, THEREFORE, I, DIRK KEMPTHORNE, Governor of the State of Idaho, by the authority vested in me under the Constitution and laws of this state do hereby order as follows:

The following statewide policies on computer, the Internet and electronic mail usage shall be observed by all state employees:

- 1. Users of the Internet and electronic mail are to comply with all appropriate laws, regulations and generally accepted Internet etiquette.*
- 2. Primary purpose of the Internet and electronic mail is to conduct official business. Occasionally, employees may use the Internet and electronic mail for individual, nonpolitical purposes on their personal time, if such use does not violate the terms and conditions of this policy. Use of the Internet and electronic mail offers employees an opportunity to develop research and communication skills valuable to the effectiveness and efficiency of our state government.*
- 3. Users should identify themselves properly when using the Internet and electronic mail, conduct themselves professionally, as representatives of Idaho State Government, and be aware that their activities reflect on the reputation and integrity of all state employees.*
- 4. Each user is individually responsible for the content of any communication sent over or placed on the Internet and electronic mail.*
- 5. All employees have a responsibility to ensure a respectful workplace. State equipment must not be used to visit Internet sites that contain pornographic or sexually explicit information, pictures, or cartoons.*
- 6. Exceptions to this executive order are only allowed when preapproved in writing by appointing authorities and deemed necessary for official state business, research or investigatory work.*
- 7. THE FOLLOWING ACTIONS ARE PROHIBITED. IT IS UNACCEPTABLE FOR EMPLOYEES TO:*
 - a) Knowingly or intentionally publish, display, transmit, retrieve or store inappropriate or offensive material on any department computer system;*
 - b) Create or distribute defamatory, false, inaccurate, abusive, threatening, racially offensive or otherwise biased, discriminatory or illegal material;*
 - c) View or distribute obscene, pornographic, profane, or sexually oriented material;*
 - d) Violate laws, rules, and regulations prohibiting sexual harassment;*
 - e) Encourage the use of controlled substances or for criminal or illegal purposes;*

- f) Engage in any unauthorized activities for personal financial gain;
- g) Place advertisements for commercial enterprises, including but not limited to, goods, services or property;
- h) Download, disseminate, store or print materials including articles and software, in violation of copyright laws;
- i) Violate or infringe on the rights of others;
- j) Conduct business unauthorized by the department;
- k) Restrict or inhibit other users from using the system or the efficiency of the computer systems;
- l) Cause congestion or disruption of networks or systems, including distribution of chain letters;
- m) Transmit incendiary statements, which might incite violence or describe or promote the use of weapons;
- n) Conduct political activity;
- o) Use the system for any illegal purpose.

8. Disregard for the policies or other improper use of the Internet may result in cancellation of a person's access and/or disciplinary action, up to and including dismissal.

9. Internet and electronic mail may be subject to monitoring.

10. The above policies are the minimum standards for usage of computers, the Internet and electronic mail. Individual state agencies may implement more restrictive policies as long as those policies are consistent with those developed by the Governor's Information Technology Resource Management Council (ITRMC).

This Executive Order shall cease to be effective four years after its effective date.



IN WITNESS WHEREOF, I have hereunto set my hand and caused to be affixed the Great Seal of the State of Idaho at the Capitol in Boise on this fourth day of September in the year of our Lord two thousand and one and of the Independence of the United States of America the two hundred twenty-fifth and of the Statehood of Idaho the one hundred eleventh.

A handwritten signature in black ink, reading "Dirk Kempthorne".

DIRK KEMPTHORNE
GOVERNOR

A handwritten signature in black ink, reading "Pete T. Cenarrusa".

PETE T. CENARRUSA
SECRETARY OF STATE